### Acknowledgments Topics

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
<th>KNOWLEDGE BASE ARTICLE</th>
</tr>
</thead>
</table>
| **Assigning Acknowledgments** | ● From the Home tab, click **Assign Acknowledgments**  
● Select user(s) or user groups  
● Locate policies to assign  

  ● Assign users using the Recurring Acknowledgments area at the bottom of a policy (requires Ownership permissions) | [https://support.policystat.com/hc/en-us/articles/204353209](https://support.policystat.com/hc/en-us/articles/204353209) |
| **Recurring Acknowledgments** | By default, users need to re-acknowledge an assigned policy every time a new version of the policy are published. To assign only the current version, check the box next to **Only assign this policy version** | |
| **Viewing Incomplete Acknowledgments** | ● From the Home tab, click **View Acknowledgments**  
● Choose from the following options:  
  a. To view all incomplete acknowledgments, click the Show Incomplete Acknowledgments button  
  b. To filter by Policy Area(s), double click the Policy Area name to move it from **Available** to **Selected** and click the Show Incomplete Acknowledgments button  
  c. To view all acknowledgments, both completed and incomplete, click the link at the bottom of the page titled **incomplete and complete acknowledgments**  
  
  Follow steps A or B as needed | [View Existing Acknowledgments](https://support.policystat.com/hc/en-us/articles/207388176)  
[Incomplete Acknowledgment Notifications](https://support.policystat.com/hc/en-us/articles/205071799) |
| **Unassigning Acknowledgment** | ● To unassign users one by one, click the **Unassign** button at the end of their user profile  
● Select multiple users by checking the box before their names, then click **Unassign Checked Acknowledgments** | [https://support.policystat.com/hc/en-us/articles/115000091324](https://support.policystat.com/hc/en-us/articles/115000091324) |
| **Create User Groups** | ● From the Home tab, click **User Groups**  
● Click **Create User Groups** (top right of screen)  
● Enter a Group Name and add users  
● Click **Create User Group** | [https://support.policystat.com/hc/en-us/articles/204353069](https://support.policystat.com/hc/en-us/articles/204353069) |
| **Edit User Groups** | ● From the Home tab, click **User Groups**  
● Locate the group, then click **Edit**  
● **Add or remove users as needed** | |

For additional help, visit [support.policystat.com](https://support.policystat.com) or contact [support@policystat.com](mailto:support@policystat.com) To participate in upcoming Education session, visit [https://support.policystat.com/hc/en-us/articles/360007378254](https://support.policystat.com/hc/en-us/articles/360007378254)